

Thomas O. Forslund, Director

Governor Matthew H. Mead

Policy Title:	Security Awareness and Training
Policy Number:	S-005
Effective Date:	July 1, 2013
Approval:	Thomas O. Forslund, Director Thomas O. Forslund, Director Date

Purpose:

This policy establishes the Wyoming Department of Health's (WDH) intent to enhance information security by implementing awareness and training programs for its workforce members.

Scope:

This policy applies to all WDH workforce.

Policy:

WDH shall develop, maintain, and implement awareness and training for WDH workforce to address the subject areas identified in Items 1 through 5 below. WDH shall establish appropriate timeframes, tracking mechanisms, methods, and locations for all such training.

1. Security Reminders, which includes:

- a. Periodic security reminders; and
- b. Notification of changes to security processes.

2. Malicious Software, which includes:

- a. Harms caused by malicious code, computer viruses, infection methods:
- b. Safe computing practices, infection reporting processes;
- c. Protection against malicious code (i.e., a virus, Trojan horse, or worm); and
- d. Updating and patching of software used to prevent the introduction of malicious code for systems managed by WDH workforce.

3. Login Monitoring, which includes:

- a. Auditing login attempts and reporting discrepancies for systems managed by WDH workforce; and
- b. Notifying workforce members of login monitoring to include success, failures and report discrepancies.

4. Password Management, which includes:

- a. Changing and safeguarding passwords; and
- b. Creating strong passwords.

5. Report and Response of Suspected Incidents, which includes:

Reporting responsibilities and appropriate methods for reporting alleged or suspected security violations.

6. Sanctions for Non-Compliance

Failure to comply with this policy and/or related information security policies may result in disciplinary action up to and including termination of employment. Criminal and civil action may be taken for violations of applicable regulations and laws.

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Policies:

References:

45 CFR 164.308(a)(5)

Training: